

COMSCINST 12296.1D	COG CODE N1	DATE 3 FEB 1997
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DEPARTMENT OF THE NAVY
 COMMANDER MILITARY SEALIFT COMMAND
 WASHINGTON NAVY YARD BLDG 210
 901 M STREET SE
 WASHINGTON DC 20398-5540

COMSCINST 12296.1D
 N1
 3 February 1997

COMSC INSTRUCTION 12296.1D

Subj: PERSONNEL ACTION REQUESTS

Encl: (1) HROWASHDCINST 12296.1D

1. Purpose. To implement enclosure (1) and provide procedures for preparation and submission of personnel action requests for use by Commander, Military Sealift Command (*COMSC*) and MSC employees who receive personnel management services from the Human Resources Office-Washington (*HRO-W*).
2. Cancellation. COMSC Instruction 12296.1C.
3. Action. All Requests for Personnel Action (*SF-52*) for MSC civilian employees serviced by HRO-W will be:
 - a. Prepared in accordance with enclosure (1).
 - b. Reviewed and approved by the appropriate Program Manager/Director/Special Assistant.
 - c. Forwarded by the appropriate Program Manager/Director/Special Assistant to the Director, N1 for review and appropriate action to ensure compliance with personnel and position management regulations. Any request for personnel action that involves an increase in personnel ceiling must be fully justified by the appropriate Program Manager/Director/Special Assistant.
 - d. Forwarded by N1 to HRO-W for processing.

COMSCINST 12296.1D

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4. Staff Assistance. Inquiries concerning the procedures outlined in this instruction may be directed to N1.

Distribution:

COMSCINST 5000.19

List I (Case A, B, C)

DEPARTMENT OF THE NAVY
CONSOLIDATED CIVILIAN PERSONNEL OFFICE
WASHINGTON
WASHINGTON NAVY YARD
WASHINGTON DC 20374-2000

CCPOWASHDCINST 12296.1D
00C
24 Jan 1989

CCPOWASHDC INSTRUCTION 12296.1D

From: Director, Consolidated Civilian Personnel Office, Washington (CCPO)

Subj: REQUEST FOR PERSONNEL ACTION, STANDARD FORM 52 (SF-52)

Ref: (a) CPI 511
(b) FPM Chapter 300
(c) FPM Supplement 296-33

Encl: (1) Standard Form 52
(2) Manual for SF-52 Preparation

1. Purpose. To implement procedures for completing the Standard Form 52 (SF-52), enclosure (1), used by activities serviced by the Consolidated Civilian Personnel Office (CCPO) in accordance with references (a) thru (c).
2. Cancellation. CCPOWASHDCINST 12296.1C dated 11 Oct 1984 is hereby canceled.
3. Scope. All activities serviced by CCPO, Washington Navy Yard Office will use these provisions and instructions when requesting personnel and/or position actions.
4. Background. The SF-52 provides CCPO with information and/or authorization to take personnel actions. It also provides a means of documenting necessary clearance within CCPO.
5. Procedures. Operating officials should consult enclosure (2) before requesting personnel or position actions.
6. Action. Heads of activities should ensure operating officials comply with this instruction.

/s/
PATRICIA G. SANDBERG

Distribution: CCPO-WNY Serviced Activities

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Actions Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By (Typed Name, Title, Signature, and Concurrence Date)

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number					15. TO: Position Title and Number										
8. Pay Plan	9. Occ. Code	10. Grade or	11. Step or	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade or	19. Step or Rate	20. Total Salary/Award	21.				
12A. Basic Pay		12B. Locality Adj.		12C. Adj. Basic Pay		12D. Other Pay		20A. Basic Pay		20B. Locality Adj.		20C. Adj. Basic Pay		20D. Other Pay	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization									

EMPLOYEE DATA

23. Veterans Preference				24. Tenure				25. Agency Use		26. Veterans Preference for PIF			
<input type="checkbox"/> 1 - None		<input type="checkbox"/> 3 - 10-Point/Disability		<input type="checkbox"/> 5 - 10-Point/Other		<input type="checkbox"/> 0 - None		<input type="checkbox"/> 2 - Conditional		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
<input type="checkbox"/> 2 - 5-Point		<input type="checkbox"/> 4 - 10-Point/Compensable		<input type="checkbox"/> 6 - 10-Point/Compensable/30%		<input type="checkbox"/> 1 - Permanent		<input type="checkbox"/> 3 - Indefinite					
27. FEGLI				28. Annuitant Indicator				29. Pay Rate Determinant					
<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>					
30. Retirement Plan				31. Service Comp. Date (Leave)				32. Work Schedule				33. Part-Time Hours	
<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/> Biweekly <input type="checkbox"/> Pay Period	

POSITION DATA

34. Position Occupied				35. FLSA Category				36. Appropriation Code				37. Bargaining Unit Status			
<input type="checkbox"/> 1 - Competitive Service		<input type="checkbox"/> 3 - SES General		<input type="checkbox"/> E - Exempt											
<input type="checkbox"/> 2 - Excepted Service		<input type="checkbox"/> 4 - SES Career Reserved		<input type="checkbox"/> N - Nonexempt											
38. Duty Station Code				39. Duty Station (City - County - State or Overseas Location)											

40. Agency Data	41.	42.	43.	44.		
45. Educational Level	46. Year Degree Attained	47. Academic Discipline	48. Functional Class	49. Citizenship	50. Veterans Status	51. Supervisory
				<input type="checkbox"/> 1 - USA <input type="checkbox"/> 8 - Other	<input type="checkbox"/>	<input type="checkbox"/>

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A.			D.		
B.			F.		
C.			F.		
2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			Signature		Approval Date

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?

☐ YES☐ NO

If "YES", please state these facts on a separate sheet and attach to SF 52.)

PART E - Employee Resignation/Retirement**Privacy Act Statement**

You are requested to furnish a specific reason for your resignation of retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled.

This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue

regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs.

The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.

Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.

2. Effective Date	3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

MANUAL FOR

SF-52

PREPARATION

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CHAPTER I

1. General Information. The Request for Personnel Action (SF-52) is the form used by operating officials when requesting personnel and/or position actions, including the following:

a. Personnel Actions. Pertain only to individuals and include recruitments, appointments, promotions, reassignments, awards, retirements, resignations, separations, leave without pay, details and disciplinary actions.

b. Position Actions. Pertain only to positions and are concerned primarily with establishment, movement within or between organizational segments, abolishment, review and sensitivity of positions.

c. Combined Actions. A personnel action and a position action may be combined on one request; e.g., the establishment of a position and subsequent appointment or promotion of an employee, or the separation of an employee and the cancellation of the position.

2. Relationship to Position Management. A variety of position management programs are in effect in the activities serviced by the CCPO. The SF-52 may be used internally by management for position management clearance prior to submission to CCPO. Clearances should be indicated in Part D. To evaluate the position management processing time, you should also indicate the dates received and released.

3. Classification Requirements. When classification action is required, the Position Description Cover Sheet, Optional Form 8 (OF-8), must be completed in accordance with instructions on the reverse side of the form.

4. Preparation and Routing

a. All requests for personnel actions should be initiated in sufficient time for CCPO to process them before the proposed effective date. An original SF-52 should be prepared and forwarded through supervisory channels to the CCPO. Both the requesting and approving official must sign and date each SF-52. A copy of the signed SF-52 should be kept in your initiating office for record purposes. If the information is incorrect or incomplete, the CCPO will return the SF-52 to the appropriate activity with a cover letter explaining the reason for return. For example, if the information in boxes 14 and/or 22 (the organizational structure) does not match the Navy Civilian Personnel Data System

(NCPDS) data base or if the distribution code, activity code and payroll numbers are missing, the SF-52 will be returned. The SF-52 is filed in the Official Personnel Folder of the employee concerned when the action is completed or returned to the activity as appropriate.

b. The CCPO should be advised in writing of activity officials authorized to approve SF-52s. This may be by organizational title (e.g., Executive Officer) or by actual name and title. Activities should review and update these lists as needed.

c. Each recruitment SF-52 should indicate in Part D the name and title of the activity official designated as "Selecting Official" for each position to be filled.

d. SF-52s for death cases, resignations, retirements and other separations should be processed immediately in order to expedite final payments due.

CHAPTER II

1. Kinds of Actions Requested/Definitions: The following terms are used on the SF-52 when completing Part A Item 1:

a. Actions Requested

(1) Recruitment - authorized CCPO to recruit for qualified eligibles to fill a vacant position in the Federal Service. (One copy of the job analysis and evaluation guide and two copies of the OF-8 and position description should be submitted with the SF-52.)

(2) Promotion - upgrades an employee who is employed continuously by the Navy:

(a) to a higher grade when both the old and new positions are under the same type of job classification system and pay schedule; or

(b) to a position with a higher rate of pay when both the old and new positions are under different job classification systems and pay schedules.

(3) Promotion - Temporary Not-to-Exceed (Date) - promotion made on a temporary or time limited basis.

(4) Termination of Temporary Promotion - returns employee to his/her regularly assigned duties either before the expiration date or on the not-to-exceed date.

(5) Change to a Lower Grade (Demotion) - demotes an employee who is employed continuously by the Navy:

(a) to a lower grade when both the old and new positions are under the General Schedule or under the same wage grade schedules; or

(b) to a position with lower rate of pay when both the old and new positions are under the same type of ungraded wage schedule, or are in different pay method categories.

(6) Reassignment - moves an employee who is employed continuously by the Navy from one position to another without promotion or demotion.

(7) Realignment - moves an employee and his/her position when an organization change (such as reorganization or transfer of function) occurs, when the employee stays in the same agency, and there is no change in the employee's position, grade or pay.

(8) Mass Transfer - moves an employee with his/her position to a different agency when an organization change (such as a transfer of function) occurs, and there is no change in the employee's position, grade, or pay.

(9) Change in Position Number - when no other change occurs in employee's position (e.g., redescription of duties).

(10) Detail Not-to-Exceed (Date) - temporarily assigns an employee to a different position or set of duties for a specified period with the employee returning to his/her regular duties at the end of the detail. Details to a higher grade position or a position with more promotion potential in excess of 30 calendar days and all other details for 120 days or more require submission of an SF-52. (If the detail is to "unclassified duties," a brief description of those duties must be submitted, an OF-8 signed and attached to the SF-52. For additional information on details, see references (b) and (c).)

(11) Termination of Detail - returns an employee to his/her regularly assigned duties either before the expiration date of a documented detail or on the not-to-exceed date of a documented detail.

(12) Leave Without Pay - a temporary nonpay status and absence from duty, at management's discretion, granted upon the employee's request. (An SF-52 is required for leave without pay for 80 hours or more due to on-the-job illness/injury and all other actions for 30 calendar days or more.) The period and reason should be shown in Part D, "Remarks by Requesting Office."

(13) Return to Duty - returns an employee from leave without pay.

(14) Change in Hours of Duty - changes the total number of regularly scheduled hours of duty. (An SF-52 is not required if the number of hours does not change.)

(15) Suspension - places an employee in a temporary nonpay/nonduty status for disciplinary reasons. The effective date may not be established until completion of all administrative actions required by CCPOWASHDCINST 12752.2 (current edition).

(16) Furlough - Military - places an employee in furlough status while serving on active military duty. (The employee should be referred to CCPO for counseling concerning the status of his/her life and health insurance, leave and retirement during the furlough. The SF-52 should be accompanied by a copy of the official military orders and contain a statement of the employee's decisions on what to do about the programs/benefits listed above. The effective date of military furlough should be the day before the employee enters on active duty. An SF-52 is not necessary when an employee goes on 15 days active reserve training.)

(17) Name Change From - changes the name of an employee as a result of marriage, court order, or other valid reasons. (In Part B, Item 1., show the correct new name. Use Part D to show the previous full name as indicated on official employee records. Employee should sign Part A, Block 5.)

(18) Redesignation - voluntarily separates an employee at his/her request. The employee should complete Part E or attach a letter of resignation giving the reason. If an employee declines to submit a written resignation, the requesting official should submit a signed statement containing the reason (or no reason) the employee gave for resigning and his/her forwarding address.

(19) Termination During Trial/Probationary Period - separates an employee during the probationary or trial period based on unsatisfactory conduct or performance. (The effective date may not be established until completion of all administrative actions required by CCPOWASHDCINST 12752.2 (current edition).

(20) Termination - Involuntary - nondisciplinary separation when circumstances meet definition of "involuntary separation." (Involuntary separation means any separation against the will and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.)

(21) Termination - Expiration of Appointment - ends employment on the not-to-exceed date of a temporary appointment. NCPDS automatically drops an employee from the Navy rolls unless an SF-52 is received to extend the appointment.

(22) Discharge - takes an employee off the rolls (for work performance and/or for misconduct or delinquency) when an employee is serving on an appointment that does not afford him/her appeal rights.

(23) Removal - separates an employee for unacceptable performance or for cause based upon personal misconduct. (The effective date may not be established until completion of all administrative action required by CCPOWASHDCINST 12732.1 or 12752.2 (current edition)).

(24) Reduction-in-Force - separates an employee because of criteria stated in FPM Chapter 351.

(25) Termination - Appointment in (Agency) - separates an employee when the employee moves from Navy to a position in another Federal agency.

(26) Denial of Within-Grade - withholds a within-grade increase of an employee because the employee's performance is not at an acceptable level of competence.

(27) Retirement - Voluntary - retirement at an employee's request. (The employee sets the effective date and signs in block E.)

(28) Retirement - Disability - retirement at an employee's request and approved by Office of Personnel Management (OPM) due to physical or mental incapacity to perform the duties of the position. (The effective date of retirement may not be established until all administrative actions are completed by CCPO and OPM. The employee or the supervisor signs Block E.)

(29) Death - death of an employee. (Under "Remarks," Part D, show cause, date and time of death, if known. Supervisor signs Block E.)

(30) Change in Duty Station - the employee and position change duty station from one geographical location to another, e.g., from Alexandria, Virginia, to Suitland, Maryland. Block 39 should indicate the new duty station.

(31) Change in Organizational Location - changes the organizational location when the position, if occupied, and the incumbent move to a different organizational segment. (Indicate the old organizational location in block 14 and the new organizational location in block 22.)

(32) Performance Management Recognition System (PMRS) Award/Performance Appraisal Review System (PARS) Awards - a monetary award for job-related performance. (Must meet the requirements of the applicable CCPO instruction.)

(33) Special Act Awards - a monetary award that recognizes performance outside normal job requirements. (Must meet the requirements of the applicable CCPO instruction.)

(34) Quality Step Increase Awards - awards given to general schedule employees with current "Outstanding" ratings.

(35) Establish - use for a new position requiring description and classification. The original description and four copies must be attached.

(36) Review - use for an already established position which has changed and should be reviewed for possible reclassification. A new description with the changes must be attached.

(37) Abolish - use for a position which is no longer needed by the activity.

(38) Advisory - use for all positions as appropriate to request an informal opinion on any aspect of the classification.

(39) Audits - use for accretion of duties, promotions, major reorganizations, the revisions and/or establishment of new positions.

CHAPTER III

1. How to Complete an SF-52.

BLOCK NUMBER/DATA NAME	WHEN TO COMPLETE	HOW TO COMPLETE
PART A - Requesting Office		
1. Actions Requested	On all actions	Fill in the kind of action(s) desired. (See Chapter II.)
2. Request Number	On all actions	Enter Personnel Action Request (PAR) number (assigned by activity).
3. For Additional Information	On all actions	Enter the name and telephone number of the person who can provide additional information concerning the PAR.
4. Proposed Effective Date	As appropriate	Enter <u>proposed</u> effective date (Note: official effective date cannot be set until all legal and regulatory requirements are met).
5. Action Requested By	On all actions	Enter the typed name and title. The person requesting the action must sign and date it. If the requesting official is also the approving official, this item may be left blank. Should be left blank on resignations.
6. Action Authorized By	On all actions	Enter the typed name and title. The authorized approving official must sign and date.
PART B - For Preparation of SF-50		
1. Name (Employee Name)	As appropriate	Enter the name (last, first, middle).
2. Social Security Number	As appropriate	Self-explanatory.
3. Date of Birth	As appropriate	Self-explanatory.
4. Effective Date	Leave blank	CCPO use only.
First Action		
5A. through 5F.	Leave blank	CCPO use only.
Second Action		
6A. through 6F.	Leave blank	CCPO use only.
7. through 13.	a. Leave blank on all types of awards b. Must be completed for: (1) Separations. (2) Change actions that place an employee in a nonpay status, and (3) Any other actions that move an employee to another position.	Enter current employee information if incumbered.

BLOCK NUMBER/DATA NAME	WHEN TO COMPLETE	HOW TO COMPLETE
14. Name and Location of Position's Organization	<ul style="list-style-type: none"> a. Leave blank on all types of awards. b. Must be completed for: <ul style="list-style-type: none"> (1) Separations. (2) Change actions that place an employee in a nonpay status, and (3) Any other change actions if the action moves the employee to a different organizational segment. 	Enter current activity and organization location of position as reflected in the NCPDS data base (Chapter I, para. 4a).
15. To: Position Title and Number	<ul style="list-style-type: none"> a. Leave blank for: <ul style="list-style-type: none"> (1) Change actions which place employee in a nonpay status. (2) Details to unclassified positions; to state or local government, or educational institutions under the Intergovernmental Personnel Act (IPA); and to international organizations. b. Complete on all other actions. 	Enter proposed position title and number shown on the position description. When action grants or continues grade retention entitlement under 5 USC 5362, enter title and number of position employee occupies, not the grade he/she is retaining for pay and benefits purposes.

BLOCK NUMBER/DATA NAME	WHEN TO COMPLETE	HOW TO COMPLETE
16/17. Pay Plan/Occ. Code	a. Leave blank for: (1) All types of awards. (2) Details to unclassified positions; details to state or local government or educational institutions under the Intergovernmental Personnel Act (IPA); or to international organizations. (3) Separation actions that place an employee in a nonpay status.	a. Enter the proposed pay plan and occupational code shown on the position description. b. When employee is entitled to grade retention, show pay plan and occupational code of position employee occupies. c. When employee is detailed to a position that has been classified, enter pay plan and occupational code of the position to which detailed.
18. Grade or Level	a. Leave blank for: (1) All types of awards. (2) Separations and change actions that place an employee in nonpay status.	a. Enter proposed grade shown on position description. b. Enter "00" if employee is in the Senior Executive Service (SES). c. For employees who are entitled to grade retention under 5 USC 5362, show grade of the position employee actually occupies not the grade he/she is retaining for pay and benefits purposes. d. For detail to a position that is classified at a higher grade or at a lower grade than the one to which the employee is assigned, enter the grade of the position to which the employee is being detailed.
19. through 21.	Leave blank	CCPO use only.

BLOCK NUMBER/DATA NAME	WHEN TO COMPLETE	HOW TO COMPLETE
22. Name and Location of Position's Organization	a. Leave blank for: (1) Change actions that place employee in a nonpay status. (2) Separations that are not immediately followed by appointment in another agency or in public international organization.	Enter activity and organizational location of position as it appears in the NCPDS data base (Chapter I, para. 4a).
23. through 31.	Leave blank	CCPO use only.
32. Work Schedule	a. Must be completed on: (1) Appointments, (2) Conversions to appointments, (3) Change in work schedule actions.	Enter appropriate code: F = Full-time P = Part-time I = Intermittent G = Full-time Seasonal Q = Part-time Seasonal J = Intermittent Seasonal (Seasonal, as used here, includes persons under the Department of Defense on-call programs.)
33. Part-time hours	Employees on part-time work schedule	Enter total number of hours to be worked during pay period.
POSITION DATA		
34. Position Occupied	Leave blank	CCPO use only.
35. FLSA Category	Leave blank	CCPO use only.
36. Appropriation Code	BLOCK SHOULD BE COMPLETED	
37. Bargaining Unit Status	Leave blank	CCPO use only.
38. Duty Station Code	Leave blank	CCPO use only.

BLOCK NUMBER/DATA NAME	WHEN TO COMPLETE	HOW TO COMPLETE
39. Duty Station	Complete on all actions.	a. Enter location of employee's official duty station. (1) When employee's official duty station is the U.S., enter "City County- State" or "City-State," as appropriate. (2) When duty station is in a foreign country, enter city and country. b. For details, show duty station of the position to which detailed.
40. through 51.	Leave blank	CCPO use only.
PART C - Reviews and Approvals	Leave blank	CCPO use only.
PART D - Remarks by Requesting Office	On all actions	Enter additional information. For example: -- Special conditions of employment; e.g., Accelerated Promotion Program shift work; -- Limitations on length of employment; -- Distribution Code, Activity Code and payroll number; -- Special physical or other qualifications required; -- Effective date leave without pay begins and anticipated date of employee's return; -- Reason for extension of detail in excess of 120 days; -- For "Name Change," show employee's former name; -- On recruitment actions, name and title of selecting official and area of consideration. -- Reason(s) for non-payment of relocation expenses.
PART E - Employee Resignation/ Retirement	Separation actions	Completed by separating employee. The employee must complete all information requested or provide a statement containing the information.
PART F - Remarks for SF-50	Leave blank	CCPO use only.